Clubs and Faculty Societies – Registering with Guild Volunteering


You will need:
- Your club’s ABN (if you have one)
- Consider your club a not-for-profit for the purpose of VolHub.

Select “Register on CareerHub – New Users” and follow the prompts until you reach the “awaiting approval” page.


Click “continue” to return to the main console.


Volunteer Position
- Volunteer positions can be added directly through the main console by selecting “Add a new job.”
- Enter salary/wage as voluntary.

Expressions of Interest
- Select “Add a new job” from the main console. In the descriptive fields, write about general positions available.
- Expiry date can be well in the future.
- Enter salary/wage as voluntary.

One-off Event
- Listing one-off volunteering opportunities as events will help attract additional volunteers. Select “How to add your event” from the main console.

All positions created will be displayed on Guild Volunteering’s website ([http://www.volunteering.guild.uwa.edu.au/programs](http://www.volunteering.guild.uwa.edu.au/programs)) within 2-3 business days of being submitted.

If your club does not have an ABN, you can register as a division of the Guild using the ABN: 39 156 317 391

If your club is already registered or another club with a similar name/ABN exists, call Guild Volunteering on 6488 5891 and we will create an additional login for you.

Be careful not to miss this step. This form is what ensures you will be able to list volunteer positions.
Here are a few tips to ensure that your volunteer position attracts interest from students. Note that we use the term “club” here interchangeably with “faculty society,” and that unaffiliated student organisations can also list with us.

- Keep the summary brief. As little as two sentences are ideal. These should stipulate what the volunteering involves (e.g. “Volunteers will be working with school-aged girls to promote the benefits of a career in engineering...”) and why the volunteering is important (e.g. “We know that girls are often discouraged from entering the profession and lack access to female role models in engineering and maths.”)

- Elaborate in the details section. We describe this as scaffolding, where you build the structure that exists around the volunteering opportunity so that the volunteer can just jump in. What does your club do? What is the time commitment involved? What induction/training is available?

- If your Club requires membership in order to volunteer, be sure to also include what being a member of the club involves. If the volunteering also includes executive duties (attending meetings, helping run events on campus) then make that clear.

- Finish the details section on a strong note – what/why again.

- If your position is a generic “expression of interest” that links to your own website/Facebook page (which has further details), keep the ad very brief so that potential volunteers do not have to read the same information twice.

- Remember that your club’s opportunities are being compared to other clubs and community organisations on the system. What are the benefits of volunteering through your club? Some things to consider:
  - Students looking to volunteer gain a lot from the social aspect of volunteering with a club. Make this explicit – it’s a good way to meet like-minded people.
  - Many clubs operate within a framework of social justice rather than just volunteering. Very few organisations Guild Volunteering promotes work in the area of advocacy so be sure to consider this.